

~~CONFIDENTIAL~~

62-2247

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEGIB

TO: **Comptroller**

FROM: **Chief, Finance Division**

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

1 October 1961

14 October 1961

3

1

15 October 1961

28 October 1961

4

1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

Overtime performed in the field by Mr. [REDACTED] who is on TDY.

DOC <u>57</u>	REV DATE <u>19/03/80</u>	BY <u>018995</u>
ORIG COMP <u>28</u>	ORI <u>38</u>	TYPE <u>05</u>
ORIG CLASS <u>S</u>	PAGES <u>1</u>	REV CLASS <u>C</u>
JUST <u>22</u>	NEXT REV <u>2010</u>	ADDITIONAL <u>NO</u>

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

TYPED

SIGNING OFFICIAL

Deputy Chief, Finance Division

E. R. SAUNDERS, COMPTROLLER

DATE CONCURRED

DATE AUTHORIZED

20 December 1961

25X1
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